

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Receiving Clerk

POSITION NUMBER: ON GOING

NOTE: Sections in the box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED required. * (Copy of either document must be submitted with application)
- ☐ Basic college level Accounting I course preferred, recommended completion of course within 12 months from start date.

SKILLS:

- ☐ Must have excellent verbal and written communication skills.
- ☐ Must have excellent math skills. (Test required)
- ☐ Working knowledge of MS Word and Excel (Test required).
- ☐ Must be very organized and able to file.
- ☐ Must be able to relate well with vendors, executives, managers, and other team members.
- ☐ Ability to learn Receiving software (Agilysis).

EXPERIENCE:

- ☐ Minimum of six (6) months customer service experience.
- ☐ Minimum of one (1) year receiving experience, preferred.

OTHER REQUIREMENTS:

- ☐ Must have valid Washington State drivers license. * (Copy must be attach with application)
- ☐ Must have a reliable vehicle, with proof of insurance.
- ☐ Must attend additional training as required.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work all TGO sites, the "New" Tulalip Casino, the Quil Ceda Creek Casino, and Bingo.
- ☐ Must successfully complete and pass a National Indian Gaming Commission background investigation.
- ☐ Must be able to obtain a Class A certification, and be licensed, with the Washington State Gambling Commission and the Tulalip Tribal Gaming Agency.
- ☐ Must be available to work any shift to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have successful employment history with Tulalip Tribes and/or other entities.

Physical Characteristics and/or Prerequisites:

- ☐ Ability to stand and/or sit for extended lengths of time.
- ☐ Tolerance to work in a smoke filled environment.
- ☐ Manual and finger dexterity for handling routine paperwork.
- ☐ Tolerance to be exposed to computer screen for prolonged periods of time.
- ☐ Ability to lift up to 50 lbs. on an occasional basis.

Tribal Department: Finance

Employee Classification: Non-exempt

Job Summary: Receives orders from vendors and suppliers on a daily basis. Works directly with Bingo and Casino to deliver ordered supplies when received.

Employee Reports To: Purchasing Supervisor or designee.

Extent of Job Authority: To act as receiving clerk for equipment and supplies in accordance with policies and procedures, and Tribal Gaming regulations for any TGO facility.

Specific Duties Performed:

1. Verify items delivered are in accordance with terms on valid TGO purchase order.

2. Log all items coming in or received by the TGO.
3. Accurate and orderly maintenance of documentation and accounts.
4. Timely process received items.
5. Deliver (or oversee delivery of) ordered items to Bingo or Casino in a timely manner.
6. Attaches metal, pre-numbered identification tags on all fixed assets.
7. Assures compliance with all Tribal, TGO, and departmental policies and procedures.
8. Assists purchasing clerks as needed.
9. Data entry as needed into software databases (Accounting & Gift Shop)
10. Performs other duties as deemed necessary.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$15.43 per hour

Opening Date: ON GOING

Closing Date:

Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.